

Welcome to VITA's DataXchange Application



**Call
Virginia Information Technologies Agency
Conferencing Service
(804) 371-5574**

Joining a Conference

Moderator

To schedule your data conference, please contact VITA's audio conference staff at (804) 371-5574 or by email at audioconf@VITA.virginia.gov. The Moderator will be given the URL to the login page, the conference reference number, and the pass code.

Presenters have the following functionalities:


- Chairing a conference
- Inviting visitors to the conference
- Chat with other Attendees and Presenters
- Using the Whiteboard
- Giving a slide Presentation
- Sharing and manipulating a document or application
- End the conference

To join a conference as a Moderator:

1. Start your browser, and go to the login page.
2. Enter the Conference Reference number and the Pass Code that was given by the administrator.
3. Enter the Name in which you want to be identified in the conference.
4. Select the Audio Console option (if applicable) to manage the audio console with the active lemon heads.
5. Click Join Meeting.

Note: Do not login more than once to the same DataXchange conference. The desktop area for the shared application will display multiple windows (tile or cascade).

- The conference is open when the first Moderator joins. Attendees cannot initiate the conference.



VITA DataXchange™ Application

Conference Ref:

Pass Code:

Name:

[Computer Compatibility Test](#)

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Attendee

The Moderator must give the attendee (participant) the URL to the login page, the conference reference number, and the pass code.

Attendees have the following functionalities:

- Join and leave conferences
- Chat with other Attendees and Presenters
- View a list of names of all attendees
- See any shared applications
- Watch Slide Shows
- Watch as Presenters create diagrams on the Whiteboard
- Watch as Presenters annotate slides or shared applications.

To join a conference as an Attendee:

1. Start your browser, and go to the login page.
2. Enter the Conference Reference number and the Pass Code that was given by the Presenter.
3. Enter the Name in which you want to be identified in the conference.
4. Click Join Meeting.

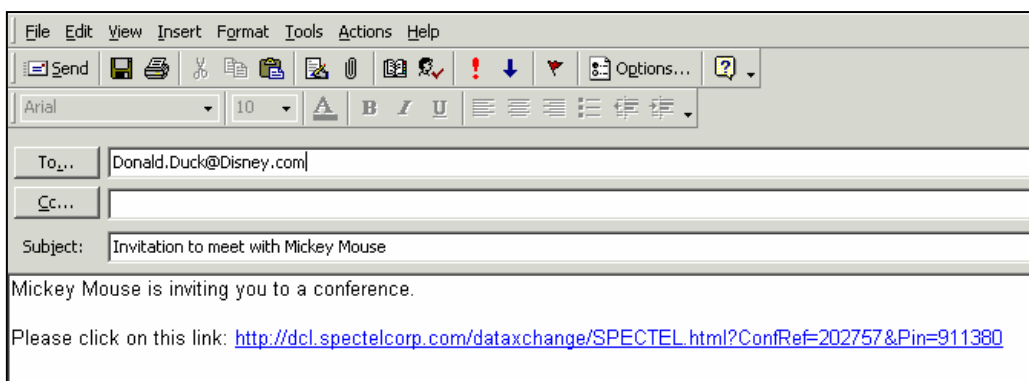
Note: Do not login more than once to the same DataXchange conference. The desktop area for the shared application will display multiple windows (tile or cascade).

- The conference is open when the Moderator joins. Attendees cannot initiate the conference.

Conference Invitations

To invite an attendee to the conference:

1. Once the Moderator has logged in, from the Main Menu select **Conference, Invite**.
2. The email application will open with a message similar to the picture below.
3. Enter the email address.
4. If invited, the link in the email invitation will automatically connect to the login page with the Conference Reference number already entered. The Moderator must add the Pass Code information for Participants.
5. After the recipient enters his/her name, click the Join Meeting button.



Conference Duration

The conference exists from the time the first Moderator joins to when the active Presenter either ends the conference or all attendees have left. All conference data (chat, application sharing, annotations, presentation) is deleted at the end of each conference.

Leaving a Conference

To leave a conference as an Attendee or Presenter:

1. From the Main Menu, select **Conference, Exit Conference**.

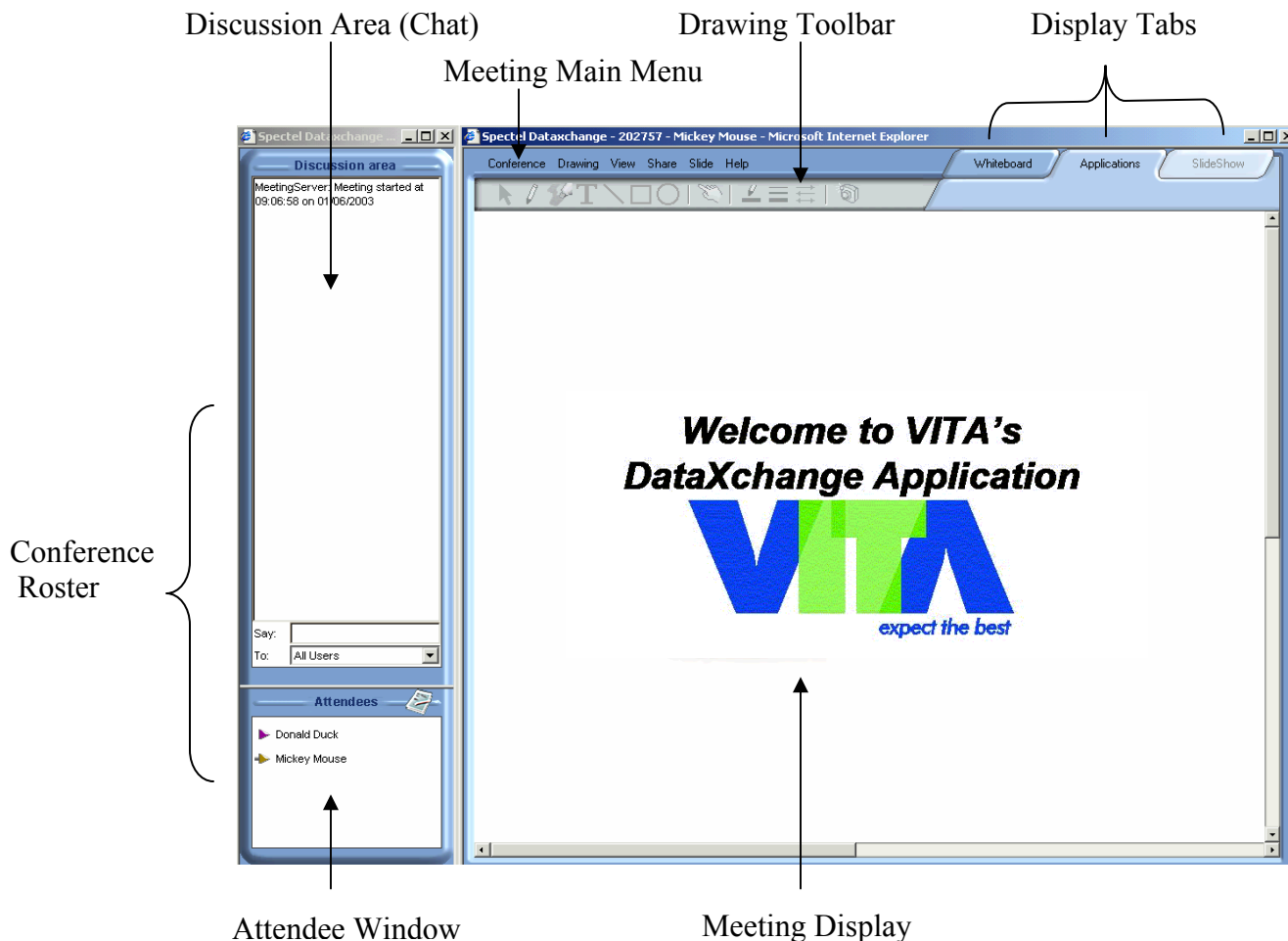
Closing a Conference

The active Presenter is the only one who can close the conference.

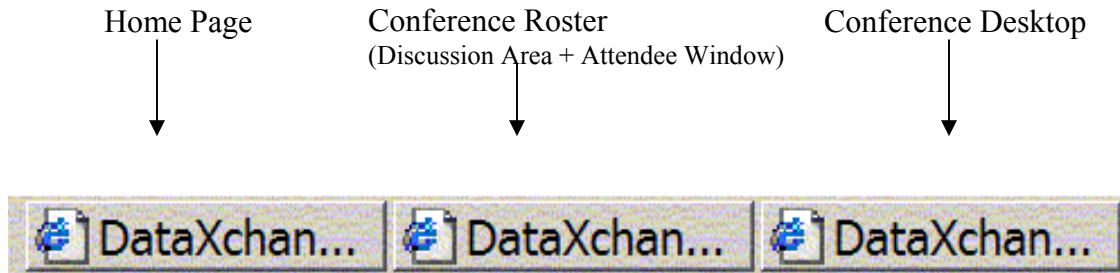
1. From the Main Menu, select **Conference**, then click on **Exit and Close Conference**, or click the logout button on the home page.

Note: Do not “x” out of the session to close. The conference will remain open unless one of the above methods is performed.

..... Displaying the Windows



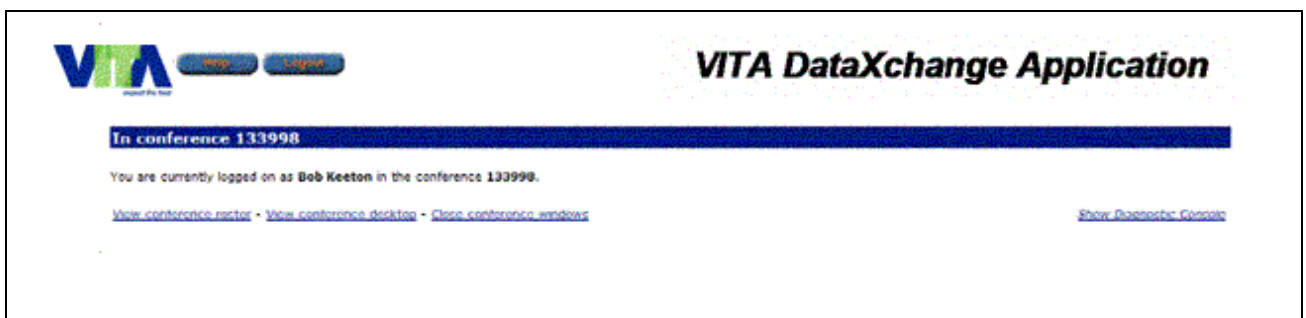
- These windows will automatically be displayed on login. The Task Bar will display all three open windows: the Home Page, the Attendee Window and the Discussion Area share a common window called the Conference Roster Window, and the Conference Desktop.



Home Page

The Home Page will only allow the user to view one window at a time. Therefore, you may not have this window displayed.

Note: Do not close the Home Page by clicking the (X) or click the Close conference window below unless you are leaving the conference.






Attendee Window

The Attendee Window is a list of all the users in the conference. The icons indicate the user status.

The person who signs in with the Moderator Pass Code automatically becomes a Presenter.

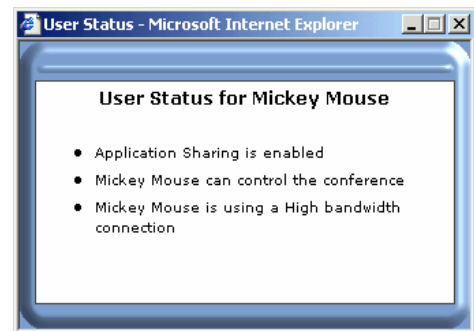
There can only be one active Presenter at a time.



	Represents the active Presenter
	Represents a Moderator
	Represents an Attendee

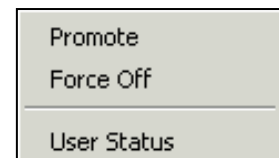
User Status

Attendees and Moderators can view the status of each conferee in the list by right clicking on the name in the Attendee Window. The following the window will open.



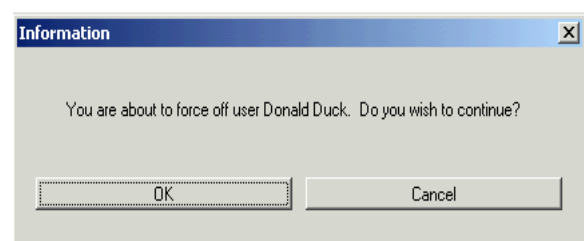
Promote/ Demote

Moderators can promote/demote both an Attendee and other Moderators by right clicking on the Name in the Attendee Window and choose either Promote or Demote. If an Attendee is promoted, he/she is able to perform all functions on page 1.



Force Off

Moderators can force off both an Attendee and other Moderators by right clicking on the Name in the Attendee Window and choose Force Off. Click Ok to continue.



Discussion Area

The discussion area allows the users to chat as a group or privately. All conference chat data is deleted at the end of each conference.

To send a message to all users:

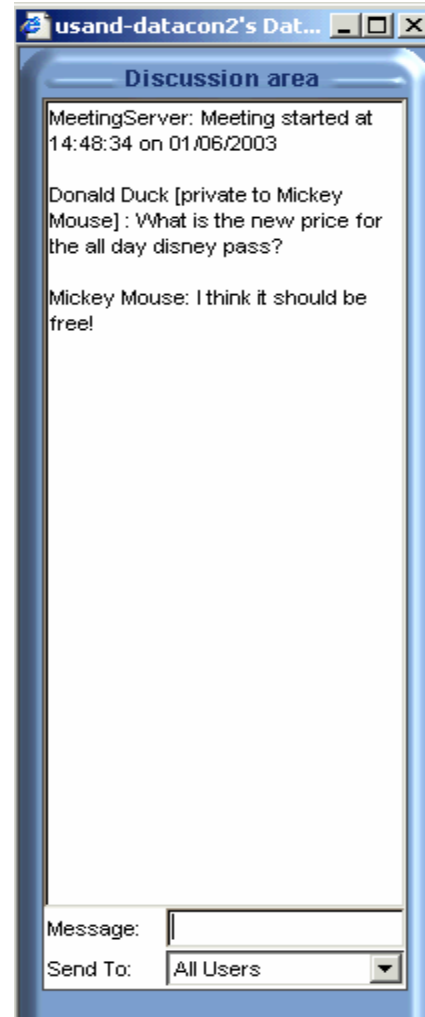
1. In the Send To field, choose **All Users** from the drop-down list.
2. Type your message, and then press Enter.

The name of the sender will appear followed by the message in the discussion area.

To send a message to one person (private):

1. In the Send To field, choose the person's name from the drop-down list.
2. Type your message, and then press Enter.

The name of the sender will appear followed by [private to the person's name] and then the message.















Whiteboard

The Whiteboard allows Moderators to communicate by using drawings and text annotations. Moderators can take control at any point. The color of the icon next to the Moderator's name in the Attendee Window will match the color of the annotations made in the whiteboard.



Drawing Toolbar

	Select Tool: Selects the object of the drawing to change, move, or delete.
	Draw Line: Draws a freeform line using the mouse as you would a pencil.
	Draw Highlight: Covers an area of drawings or text.
	Draw Text: A text box appears allowing you to type in comments.
	Draw Straight Line: Draws a perfectly straight line from point A to point B.
	Draw Rectangle: Creates rectangles of various sizes.
	Draw Ellipse: Creates ellipses and circles of a various sizes.
	Toggle Pointer: Positions a pointer symbol on the screen to identify a specific area.
	Palette: Changes your annotation color and the color of your name icon.
	Line Thickness: Changes the thickness of the lines drawn.
	Arrow Style: Changes the view of the arrowhead.
	Snapshot: Takes a snapshot (copy) of the annotated image. This snapshot is then added as a new slide and is placed at the end of the existing slides.

- To delete a single annotation: Click the Select Tool, click the annotation, and press Delete.
- To delete all annotations: From the Main Menu, choose Drawing, Clear All Annotations.

Applications

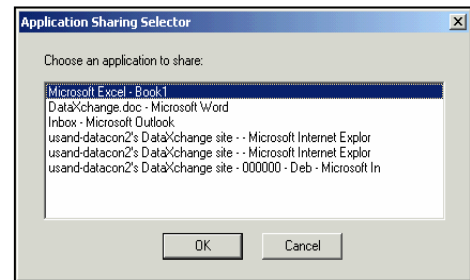
In the Application tab, it is possible to view and control any applications that have been shared. The annotation tools and snapshots are available only when an application is shared. The Active Presenter can save any changes to a shared document. The changes will only be saved to the original document.



Methods of Sharing

To select an application to share:

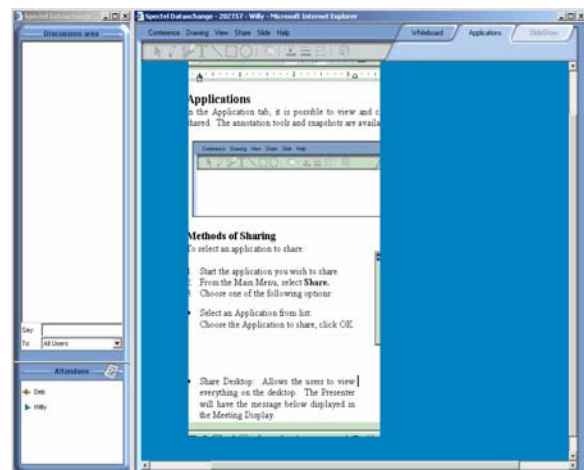
1. Start the application you wish to share.
 2. From the Main Menu, select **Share**.
 3. Choose one of the following options:
- Select an Application from list:
Choose the Application to share, click OK.



- Share Desktop: Allows the users to view everything on the desktop. The Presenter will have the message below displayed in the Meeting Display.

Sharing all or part of desktop

- Share Part of a Screen: Allows the users to view a specified section of the desktop. When the Presenter chooses this option, an arrow enclosed in a box will appear. To create a display area, click and drag the box to the desired size. The users will only see the selected desktop area.
- Select an Application with the pointer: When the Presenter chooses this option, the pointer with the hand will appear. Click on the Application to share.



Unsharing Applications

To unshare one application:

1. Select **Share, Unshare**.
2. Choose the Application to unshare from the list of shared Applications.

To unshared all applications:

1. Select **Share, Unshare All**.

Overpaint obscured areas

The Overpaint obscured areas option allows the Presenter to hide partial or all windows of the screen. The obscured areas of the application do not appear on the VITA DataXchange desktop (they are displayed as gray hatched areas).

To Overpaint obscured areas:

1. Select **Share, Overpaint obscured areas**.
The gray-hatched area will appear.

High Color Hosting

The High Color Hosting option allows the Presenter to send screen data from shared applications using a larger color palette. This uses more bandwidth and therefore less responsive. It is recommended for users with LAN speed connection.

To use High Color Hosting:

1. Select **Share, High Color Hosting** (the ✓ indicates that it is active)

Permitting Remote Control

Users cannot control your application unless you give them control.

To permit remote control:

1. Select **Share, Permit Remote Control**. (the ✓ indicates that it is active)
2. Any user with a Moderator status can take control by clicking the Take Control button on the upper right corner of the screen. Once the button is selected, the button changes to Release Control.
 - If the Presenter who shared an application and permits remote control, needs to regain control, he/she does not have to wait until it is released. The Presenter can simply click anywhere in the document.
 - Prevent minimizing the screen when sharing an application. The attendees' meeting display area will change to a solid blue screen. Only the person who shared the application can restore the window.

Slide Show

The Slide Show tab is only available if at least one slide has been created or uploaded during the conference.

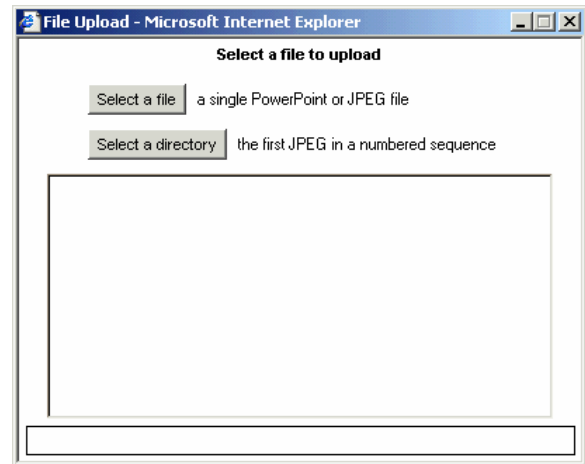
Uploading Slides

The Presenters can upload images to the conference. The images must be either in a Power Point (PPT) or in JPEG format.

To upload a slide:

1. Select **Slide, Upload Slide**.
2. Choose one of the following:
 - Select a file
 - Select a directory
3. After navigating to the location of the file, click on it.

Note: Once the uploading is complete, each image appears as a separate slide.



Thumbnail View

The Thumbnail window allows you to view all the slides.

To view the thumbnail:

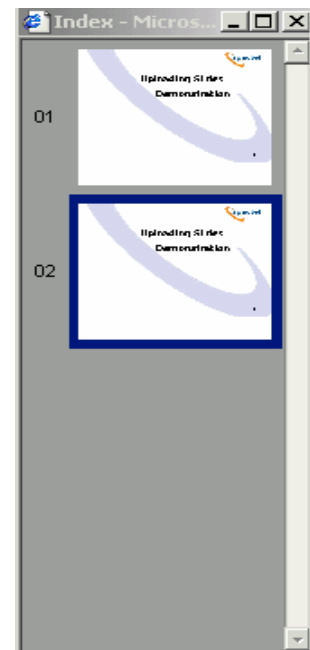
1. Select **View, Thumbnail**. The window to the right will open.

To view a specific slide:

1. Click the Thumbnail window, and type the number of the slide.
2. Use the Page Up, Page Down, Home, and End keys to scroll.

To move slides:

1. Select the slide to move by clicking on it.
2. Click and drag the slide to the new location.
 - An orange bar indicates the new location.



Snapshot Slide

The snapshot allows the Presenter to take a snapshot (copy) of the image along with any annotations that were made. The snapshot is then added as a new slide and is placed at the end of the existing slides. The snapshot is not saved at the close of the conference.